

Early Collect Application

Your details

Name (if company, full registered company name)

Company registration number

Address

Postcode

Contact Name

Job title

Telephone

Email

Invoicing details (if different from above)

Company (if different to name above please explain)

Address

Postcode

Contact Name

Job title

Telephone



For Royal Mail use only

Type of identification

Delivery office contact

Date request sent

Agreed by

Your requirements

Early collection required on:

☐

Monday to Friday

☐

Monday to Saturday

Collection time required (from 6:00 a.m.)

Latest possible early collection that would be acceptable

What date would you like the service to begin (please allow a minimum of 21 days from the date the application is received)

Insert names of those authorised to collect mail (Authorised Persons)

What to do with the mail not available at collection time

Deliver daily

☐

OR Hold until next working day for early collection

☐

Payment

Price per company name or name £3,795 per annum or £315.00 per month (£4,554.00 or £378.00 incl.VAT)

Invoice frequency required

☐

Monthly

☐

Yearly

Royal Mail Group would like to keep in touch with you about our products, services and offers that might interest you. By submitting this application you acknowledge that we may contact you by post, telephone, email and text message.

If you do not want to hear from us by any or all of these means, please tick the relevant box(es) below:

Post

☐

Telephone

☐

Email

☐

Text

☐

We may, on occasion, still need to send you important service messages.

Royal Mail takes your privacy and security very seriously. For more details please read our Privacy Policy ([link to web page royalmail.com/privacy-policy](http://royalmail.com/privacy-policy)).

I confirm that I am the addressee or in case of a company, an authorised officer or director, of the addressee and have authority to arrange the diversion of mail for the addressee. I confirm that I have read and agree with the terms and conditions of the Service set out.

Signature

Please complete and return with forms of identification in the pre-paid envelope provided to the **Royal Mail Early Collect Team**, PO Box 740, BARNLEY S73 0ZJ.